



Clark County Department of Building & Fire Prevention

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Division:	Building Division	Directive:	BI-DI-002
Subject:	INSPECTION SCHEDULING	Effective Date:	05/29/1992
Code:	N/A	Revised Date:	04/20/2015

GENERAL DIRECTIVE:

The following directives shall be followed concerning special requests for inspection scheduling:

1. During the inspection scheduling process, the following may be requested and will print on the ticket:
 - a. AM/PM inspection
 - b. "One-hour-call-ahead" (to be typed on "Edit Comments" with customer's contact info by scheduler).

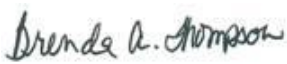

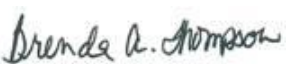

When requested, inspector will call the customer to notify when he/she is one hour from the job site. Inspector will attempt to perform the inspection as close to the time provided as possible based on the workload.

2. Inspector's Estimated Time of Arrival (ETA's) is not required to be given. The caller may be provided with the inspector's cell phone number to find out ETA or to make arrangement to call one hour ahead if such was not requested during the scheduling process.

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
DG-002	Inspection Scheduling	05/29/1992	03/09/2004	
BI-DI-002	Inspection Scheduling			08/15/2008
BI-DI-002	Inspection Scheduling		03/31/2012	
BI-DI-002	Inspection Scheduling		12/04/2013	
BI-DI-002	Inspection Scheduling			05/13/2014
BI-DI-002	Inspection Scheduling		04/20/2015	

Division:	ALL	Policy & Procedure	BI-D0-002
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Reviewed by:	Approved by:
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